

Wayne RESA Homeless Consortium Transportation Procedure for McKinney-Vento Eligible Students

When a student is residing and attending in two different districts, please follow the procedure below. Per McKinney Vento, transportation is to be shared 50/50 between the *School District of Origin* and the *School District of Residence**.

Establishing a Cooperative Transportation Agreement:

1. **The liaison from the *School District of Origin* will contact the liaison from the *School District of Residence*.** If this contact is made by phone always follow up with an email.

Please Carbon Copy (CC) the Consortium Coordinator** on all email correspondence.

- a. If the district of residence is unclear, email the address where the family is staying to the Consortium Coordinator. She will be able to determine which district to contact. Many of our cities have multiple districts (e.g. Dearborn, Inkster and Detroit).
- b. Use the student's last name in the email subject line and create a new email for each family.
- c. Include the following basic information in the body of the email:
 - Student's name, birth date, and grade
 - Parent/Guardian/Foster Parent name and phone number
 - Current address (and date of placement if in Foster Care)
 - School of Origin - name, address, start/end times
 - Special Needs information (e.g. IEP that requires transportation)
 - A best interest statement
 - Method of transportation and rate if available (e.g. gas card, cab, bus, bus tickets)

2. **Transportation may begin as soon as reasonable attempts have been made to contact the liaison.** (A reasonable amount of time would be within 3 school days.)

- a. Document all attempts to make contact, and always CC the Consortium Coordinator.
- b. **With the approval of the Consortium Coordinator**, shared costs shall begin immediately, with or without approval of the other district.
- c. **Without approval of the Consortium Coordinator**, 100% of transportation will have to be covered by the district that arranges transportation, until an agreement is made.

3. **When possible the two liaisons should have a verbal discussion regarding 1) the best mode of transportation, and 2) the best interest of the student—the most important factor.**

- a. One district can provide AM transportation while the other district does PM transportation, or
- b. One district can set up transportation and bill the other district for their 50%.
 - i. Billing can be done monthly, quarterly, by semester or trimester depending on what is best for the finance department of the school district arranging transportation.

Requesting Transportation Reimbursement:

1. **Include the following information with the School District Invoice:**

- Invoice number, student information, address to submit payment to and *Attn: Name of Homeless Liaison*
- Total amount of transportation cost and the 50% amount being invoiced
- Record of days and locations transported
- Email indicating cooperative Transportation Agreement authorized
- Copy of School Calendar or weblink indicating non-school days, e.g. breaks, PD days

2. **Remember to Please CC the Consortium Coordinator**

If you are experiencing challenges getting transportation bills paid in please reach out to the Consortium Coordinator. Once payment has been received, let all parties know so the transportation file can be closed.

*There is no School District of Residence with Charter Schools

**Consortium Coordinator is Julie Ratekin, jratekin@waynemetro.org